



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Probate Judges' Retirement Fund of Georgia P.O. Box 1444 Dalton, Georgia 30720	Application Number 78-108	Date Received MAY 18 1978
Application Number		Date Completed JUN 19 1978	
2. Person to Contact Ms. Ethel Coggins		Working Title	Telephone Number 278-8668
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1954	Latest 1978	5. Records Series Title (followed by title used in office; if different) Retirement Fund Remittance Form Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Board of the Commissioners of the Judges of the Probate Courts Retirement Fund of Georgia is responsible for administering the Probate Judges/ Retirement Fund. The Board collects and controls all funds received and disbursed, pays the administrative expenses of the Board, hears and decides all applications for retirement benefits, and pays all retirement benefits decided to be due. The Board also makes rules and regulations for its government and for the government of the employees of the Board, determines and fixes rules of eligibility of persons to receive retirement benefits, makes refunds and repayments to persons entitled to receive them, and keeps all records of its meetings.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: receiving Retirement Fund contributions from Probate Judges. Included are: "Probate Judges' Retirement Fund of Georgia Remittance Blanks," submitted monthly by the Probate Judges, which detail the amount of money submitted in dues, marriage license allocations, and sums due from fines and bond forfeitures; and containing the Probate Judge's sworn oath that the amounts reported are correct. File is arranged: chronologically by month.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers 26 _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy, consolidated in a journal
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | 1 _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 5 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 5 _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Probate Judges' Retirement Fund of Ga.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ernest M. Donald</i>	5-16-78	<i>M. Hare</i>	
Secretary - Treasurer		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	6/14/78
		Secretary of State/Designee	6-19-78
		Attorney General/Designee	6-14-78